

REGULAR PUBLIC BOARD MEETING – MINUTES

Tuesday, September 25, 2018

7 pm

PUBLIC BOARD MEETING

A. Call To Order – 7 pm

The Board of Education acknowledges that we are on the traditional territories of the K’omoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

Present:

Trustees

Janice Caton, Board Chair
Ian Hargreaves, Vice-Chair
Sheila McDonnell
Cliff Boldt
Vickey Brown
Peter Coleman
Tom Weber

Staff

Dean Lindquist, Superintendent of Schools
Tom Demeo, Assistant Superintendent
Nicole Bittante, Secretary Treasurer
Lynda-Marie Handfield, Director, Human Resources
Candice Hilton, Director of Finance
Geoff Manning, Director of Instructional Services K-12
Esther Shatz, Director of Instruction (Student Services)
Ian Heselgrave, Director of Operations
Josh Porter, Director, Information Technology
Marlene Leach, Executive Assistant, Business and Operations

Regrets:

Paul Berry, Director of Instruction (Health and Safety)
Heidi Bell, Executive Assistant, Education Programs
Debbie Page, Recording Secretary

B. Adoption of Agenda

Circulated earlier in draft form for Board approval.

Recommendation:

THAT the Board of Education adopt the September 25, 2018 Public Board Meeting Agenda.

CARRIED

C. Board Meeting Minutes

1. Adoption of the Regular Public Board Meeting Minutes – Tuesday, June 26, 2018

Recommendation:

THAT the Board of Education adopt the Board Meeting Minutes of June 26, 2018 as circulated earlier for Board approval.

CARRIED

D. Report on In-Camera Meeting

In-Camera Minutes of June 26, 2018

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School Act Section 72 (3) In-Camera Meeting Record

- Personnel
- Finance
- Governance

E. **Old Business**

F. **Board Chair's Report**

1. a) **Formal Welcome to Nicole Bittante**, New Secretary Treasurer
b) **Trustee Election**, Verbal Update

Secretary Treasurer Nicole Bittante was introduced and welcomed to the school district.

Board Information

G. **Presentation or Delegation**

1. **School District Final 2017-18 Audited Financial Statements** – Candice Hilton, Director of Finance; Lisa Moore, Engagement Leader, Paul Lewkowich, Engagement Manager, Office of the Auditor General of BC

The 2017-18 Audited Financial Statements were presented for Board information.

H. **Education Committee Meeting**

Committee Chair: Ian Hargreaves

Minutes of Tuesday, September 11, 2018 provided for Board information.

1. **Last 4 Years of Success Stories**

DATE: Tuesday, October 9, 2018

TIME: 6:30 pm

LOCATION: TBC

I. **Strategic Direction**

1. **Superintendent's Report**, Dean Lindquist

a) **District News**

- *Comox Valley Schools Outdoor Education Camp* in partnership with Tribune Bay Outdoor Education Centre, Ocean Wise, Passage Adventures, and several participating school districts throughout the province, received the 2018 Ocean Education Collaboration Award.

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- *Premier's Awards for Excellence in Education* – nominees: Kirsten Tancon, Highland Secondary School teacher, nominated for outstanding new teacher award; Jeannine Lindsay, Indigenous support worker, Lake Trail Middle School for outstanding support award.
- *Building Relationships Between Home and School 'In the Know'* – monthly webinar: <http://www.familysmart.ca/programs/in-the-know/>
- *Lake Trail Seismic Upgrade Design Ready for Public Viewing:* Thursday, October 4, 2018; 5:30 pm; Lake Trail Middle School, Library

b) **Program Reviews**, Briefing Note, Dean Lindquist

Dean Lindquist spoke to the briefing note provided for Board information.

c) **Indigenous Education Enhancement Agreement Update – Request for Proposals (RFP)**, Dean Lindquist

Dean Lindquist provided a verbal update for Board information.

d) **Young Women in Ocean Literacy Leadership Camp**, Briefing Note, Mary Lee, Communications & Community Engagement Manager

Mary Lee spoke to the briefing note provided for Board information.

e) **Enrolment Update**, Geoff Manning, Director of Instructional Services K-12

Geoff Manning provided a verbal update for Board information.

2. **Community School Application**, Briefing Note, Dean Lindquist

Note: Trustee Sheila McDonnell declared personal conflict and left the public meeting for this agenda item: 7:44 pm.

Recommendation:

THAT the Board of Education approve Lake Trail Middle School, in cooperation with Lake Trail Neighbourhood Connections, a Community School as defined by SD 71 policy 4-6 Community Education and Community Schools Policy;

CARRIED

And

THAT the Board of Education provide interim status for Courtenay Elementary School as a Community School until Society status is attained as required by SD 71 policy 4-6 Community Education and Community Schools Policy and at which time they would officially become a Board recognized community school.

CARRIED

Note: Trustee Sheila McDonnell returned to the public meeting at 7:48 pm.

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3. **Assistant Superintendent**, Tom Demeo

- a) **School Start Up**, Verbal Report
- b) **Hornby Island Fire**, Verbal Update

Tom Demeo provided a verbal report and update for Board Information.

4. **Human Resources Report**, Lynda-Marie Handfield, Director

- a) **Resignations**

Rebecca Stafford, Custodian, Ecole Puntledge Park Elementary School resigned effective August 31, 2018 after 7 years of service with the district.

5. **Director of Operations**, Ian Heselgrave

- a) **Summer 2018 School Project Work**, Briefing Note

Ian Heselgrave spoke to the briefing note provided for Board information.

6. **Director, Information Technology**, Josh Porter

- a) **School District Website**, Briefing Note

Josh Porter spoke to the briefing note provided for Board information.

J. **Board Committee Reports**

A. Finance / Audit Sub Committee

Acting Committee Chair: Vickey Brown

Minutes of Monday, September 17, 2018 Finance Audit Sub Committee Meeting provided for Board information.

1. **2017/18 Audited Financial Statements June 30, 2018**

Recommendation:

THAT the audited financial statements as at June 30, 2018 be accepted by the Board of Education and that they be forwarded to the Ministry of Education.

CARRIED

2. **Evergreen Funding**, Briefing Note, Dean Lindquist, Superintendent of Schools

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Recommendation:

THAT the Board of Education approve the transfer of \$600,000 from unallocated reserves to internally restricted reserves to provide schools with Evergreen Funding. **CARRIED**

3. **Trustee Remuneration, Verbal Update**

Trustee Vickey Brown provided a verbal update for Board information.

Recommendation:

THAT the Board of Education receive the Finance Audit Sub-Committee report. **CARRIED**

B. Policy Committee

Committee Chair: Tom Weber

Minutes of Wednesday, September 19, 2018 provided for Board information.

1. a) **Administrative Procedures**

Policy 7020 – *Course Challenge, Equivalency and Independent Directed Study*

Board Information

b) **Board Policy**

3-2 Board Operation – *Permanent School Closure*

Recommendation:

THAT the Board of Education adopt revised Board Policy 3-2 Permanent School Closure as presented. **CARRIED**

Recommendation:

THAT the Board of Education receive the Policy Committee Report. **CARRIED**

K. **Board Business / Correspondence**

1. **Alignment of SD 71 Policy and Cannabis Legalization Effective October 2018, Briefing Note, Dean Lindquist, Superintendent of Schools, and Correspondence: Cannabis Retail Operations, Dr. Charmaine Enns, Medical Health Officer, Island Health**

Recommendation:

REFER to management. **CARRIED**

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2. **Amendment to Board Procedural Bylaw**, Briefing Note, Nicole Bittante, Secretary
Treasurer

Recommendation:

THAT School District No. 71 (Comox Valley) Board Procedural Bylaw 2018 receive its first reading. CARRIED

THAT School District No. 71 (Comox Valley) Board Procedural Bylaw 2018 receive its second reading. CARRIED

THAT the Board unanimously agree to suspend the requirements of the School Act and the Board's Procedural Bylaw 2017 to have the third and final reading of the Board's Procedural Bylaw 2018 at a subsequent meeting. CARRIED

THAT School District No. 71 (Comox Valley) Board Procedural Bylaw 2018 receive its third and final reading. CARRIED

2. **Indigenous Education Centre (IEC) Board Liaison Meeting**, Verbal Update, Ian Hargreaves, Board Vice-Chair

Ian Hargreaves provided a verbal update for Board information.

3. Notice of Meeting – **School Trustee Oath of Office**

DATE: Tuesday, November 13, 2018

TIME: 6:30 pm

LOCATION: School Board Office, Board Room

Board Information

4. Correspondence from: Gordon Swan, President, BC School Trustees Association (BCSTA) re: **Membership for 2018/2019**

Board Information

- L. **Public Question Period**

- M. **Adjournment – 8:55 pm**